



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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February 3, 2005

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Information Bulletin No. **CA-2005-027**

To All Employees

From DSD, Support Services Division

Subject: Notice of Increase in Transportation Subsidy Maximum Monthly Benefit
DD: 02/09/05

The purpose of this Information Bulletin is to transmit the attached National Business Center (NBC) Memorandum publicizing an increase in maximum monthly benefits for the Transportation Subsidy Program. This increase was effective on January 1, 2005.

The NBC Memorandum provides guidance regarding eligibility, the process for obtaining the increased benefit, and retroactive payments. Please forward updated applications to Cynthia Ice-Bones, CASO Transportation Subsidy Coordinator no later than February 9, 2005, to allow sufficient time for the Department of Transportation to process the forms prior to the March fare media distributions.

If you have any questions regarding the Transportation Subsidy Program or information in the attached memorandum, please contact Cynthia Ice-Bones at (916) 978-4482.

Signed by:
Karen Barnette
DSD, Support Services

Authenticated by:
Richard A. Erickson
Records Management

1 Attachment
NBC Memorandum

Memorandum

To: All Department of the Interior Employees

From: Douglas J. Bourgeois, Director
National Business Center

Subject: **Transportation Subsidy Program - Notice of Increase in Maximum Monthly Benefit**

As part of its inflation adjustment procedures, the Internal Revenue Service (IRS) has increased the maximum monthly transportation subsidy benefit from \$100.00 to \$105.00 per month (excluding parking). This increase is authorized by IRS 26 CFR, Parts 601-602, Section 3.12, and became effective on January 1, 2005.

The Department of the Interior (DOI) did not receive notification of this change in time to offer the additional benefit to qualified employees during the December fare media distribution, which covered the first quarter of calendar year 2005 (the months of January through March). Therefore, all employees who qualify for the increased benefit will receive a retroactive subsidy in the amount up to \$15.00 during the March quarterly distribution.

To receive the increased benefit, you must incur qualifying expenses of \$105.00 per month or more and complete a new Transportation Subsidy Program (TSP) application. Updated applications must be signed by the immediate supervisor and forwarded to your Bureau or Office Transportation Subsidy Coordinator for processing by DOT. Please be sure to include your payroll cost structure on your revised application. Applications must be received by Transportation Subsidy Coordinators no later than February 11, 2005, to allow sufficient processing time prior to the March fare media distributions.

The TSP application form can be found online at:
<http://www.nbc.gov/PublicTransportationSubsidyProgramApplication.pdf>. You may also get copies from your Bureau or Office Transportation Subsidy Coordinator.